

CIVILIAN OUTPROCESSING CHECKLIST

NAME:

ORGANIZATION:

LAST WORKDAY:

FORWARDING ADDRESS:

This checklist is designed to assist civilian employees in clearing FLW when transferring, separating, or retiring. Employees are in duty status when outprocessing. Employees should annotate any item that is not applicable. Turn in completed checklist to your supervisor. Supervisors should maintain completed form in their Employee Work Folder.

ACTIVITY	WHERE	SIGNATURE AND DATE
CPAC-Turn-in Civilian ID Card (Applicable to all employees leaving Ft Leonard Wood)	CPAC Bldg 470 Room 2205	
Obtain Retiree Card (Applicable to all retiring only)	MILPO, Bldg 470, Room 2101	
Clear Civilian Pay – forwarding address (Applicable to all employees leaving Ft Leonard Wood) Make sure correspondence address is correct in MyPay! DRM	CSR, Hoge Hall, Manscen 3 rd Floor Room 341 <u>MEDDAC EMPLOYEES</u> GLWACH RM 152	
Turn in Vehicle Decals Applicable to employees leaving federal service at Fort Leonard Wood	Bldg 100, Vehicle Registration – Open Monday – Friday FLW Front Gate	
Unit Security Officer (If debriefing required, complete DA Form 2962 and attach to this form.	Contact your Organizations Security Manager <u>MEDDAC GLWACH RM: 607</u>	
DOL/PBO/IIMA (All hand receipt holders)	REP Bldg 2325	
Unit IAO Representative (All employees with automation passwords)	Contact your Organizations Information Awareness Officer	
DOC (IMPAC Approving Officials and Cardholders)	Bldg 606 IMPAC Approving Officials and Cardholders	
Exit Interview (Optional to all employees leaving Ft Leonard Wood)	Turn into your CPAC	
Turn in office keys	Contact Activity Key Control Officer	
Government Credit Cards (Travel Cards, and clear outstanding travel vouchers).	Contact your Travel Card Administrator (<u>MEDDAC EMPLOYEES</u> GLWACH RM: 152)	
Occupational Health (All Employees)	Industrial Technical Park Bldg 197 Room 142	
Personnel Operations Division (<u>MEDDAC EMPLOYEES</u>)	GLWACH- RM 653 Turn in MEDDAC ID Badge	
Pharmacy (<u>MEDDAC EMPLOYEES</u>)	GLWACH -RM 120-25 Pyxis Access: Yes No Pickpoint: Yes No	
PAD (<u>MEDDAC EMPLOYEES</u>) PAD (MD'S, PA'S Only)	GLWACH RM: 122	
RMD (<u>MEDDAC EMPLOYEES</u>)	<u>MEDDAC EMPLOYEES</u> GLWACH -RM: 150 Manpower Management <u>AND</u> GLWACH- RM: 155-11 MEPRS	
Credentialing (<u>MEDDAC EMPLOYEES</u>)	GLWACH -RM: 144	
Library (<u>MEDDAC EMPLOYEES</u>)	GLWACH -RM: 160	
Mail Room (Hours of Operations 07:00-100 & 1200-15:30) (<u>MEDDAC EMPLOYEES</u>)	MEDDAC -GLWACH RM:21	
Info. Mgmt Div. (<u>MEDDAC EMPLOYEES</u>)	MEDDAC -GLWACH RM: 11	
Property and Service Branch (<u>MEDDAC EMPLOYEES</u>)	MEDDAC -GLWACH RM: 50	

MEDDAC EMPLOYEES MUST TURN THIS FORM INTO THE HR COORDINATOR	GLWACH Room: 671	EMPLOYEE SIGNATURE HERE:
Army has developed a confidential exit survey to study the reasons why people leave Army service voluntarily. It is requested that you take 5 minutes to complete this survey, which is available at http://www.cpol.army.mil/survey/exitsurvey/survey.html		
I have cleared all items/offices indicated, turned in all property and documents for which I am responsible and was counseled on all items listed above.		
SIGNATURE OF EMPLOYEE		DATE

Employees Leaving Federal Service

- ☐ 1. SF 8, "Notice to Federal Employee about Unemployment Compensation"
- ☐ 2. SG 293, "Notice to Separated Employees Concerning Disposition of OPF"
- ☐ 3. Application for Refund of Retirement Deductions (SF2802 or SF 3106)
- ☐ 4. SF 2810 "Notice of Change in Health Benefits Enrollment"

☐ If LWOP- Employee received premium payment election form?

Issue Date:

- ☐ 5. SG 2819 "Notice of Coverage Privilege-Federal Employees" Group Life Ins.
- ☐ 6. SG 2821 "Agency Certification of Insurance Status"
- ☐ 7. Exit Interview Questionnaire

Privacy Act Statement:

1. Authority: Title 10 USC 3013 2. PRINCIPLE PURPOSE: to verify that departing employee has cleared the installation and that certain information concerning pertaining to the termination of employment has been provided to the employee. 3. ROUTINE USES: Internal use only. To clear the departing employee from the installation. In cases of later inquiry, as proof that employee cleared the installation and/or that stated information was given to the employee. In cases where no forwarding address was provided on other documents, it provides a means of forwarding future correspondences. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary, if forwarding Address is not provided; the Civilian Personnel Advisory Center cannot guarantee future correspondences will reach the individual.

SUPERVISORS SIGNATURE:	EMPLOYEE'S LAST DUTY DAY
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DATE CLEARED POST

NOTE TO SUPERVISORS: Ensure all credit cards (VISA, American Express, etc.) Key's, and other miscellaneous items are turned in.

Notice To Separated Employee Concerning Disposition of Official Personnel Folder/Merged Records Personnel Folder And Employee Medical Folder

Official Personnel Folders/Merged Records Personnel Folders and Employee Medical Folders are transferred to the National Personnel Records Center, St. Louis, Missouri, 30 to 120 days after separation from Federal employment. If less than 120 days have elapsed since your separation, write to your last employing office for your records. Thereafter, send your request to the appropriate office as indicated below. Include in your request: (1) your full name(s) used during period(s) of employment; (2) your Social Security Number; (3) date of birth; (4) agency, dates, and place of last employment; and (5) date of separation from Federal employment.

**For Copies of Specific Documents or
Information to Verify Employment,
Write to:**

OR

**For a Copy of Your Entire Official Personnel
Folder/Merged Records Personnel Folder,**

National Personnel Records Center
Civilian Personnel Records
111 Winebago Street
St. Louis, Missouri 63118

**The Requirement for Placement of Medical Records in an Employee Medical Folder was
Established in August 1984**

**For a Copy of Your Entire Employee Medical Folder,
Write to:**

U.S. Office of Personnel Management
OPF/EMF Access Unit
P.O. Box 18673
St. Louis, Missouri 63118

For copies of or information about medical records that were either created prior to the 1984 implementation of the Employee Medical Folder or were not found in the Employee Medical Folder, write to your last employing agency or the agency that created the record(s). In your request to the agency, ask for a search of both agency storage and Federal Records Centers files.

**For Information Regarding
Retirement Benefits,
Write to:**

U.S. Office of Personnel Management
Employee Service and Records Center
Boyers, PA 16017

**For Information Regarding
Reinstatement to Federal Employment,
Write to:**

U.S. Office of Personnel Management
Office of Washington Examining Services
1900 E Street, N.W.
Washington, D.C. 20415

If you are accepting employment with another Federal agency without a break in service, or if you return to Federal service at a later date, check with the personnel office of your next employing agency to insure that your previous records have been requested and forwarded to that office.

RETAIN THIS INFORMATION IN YOUR EMPLOYMENT RECORDS FOR FUTURE REFERENCE

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

Unemployment insurance (UI) for Federal workers. When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were employed by a Federal agency.

FEDERAL AGENCY will insert in the box:

1st line - Parent Federal Agency
Name and 3 digit code number
2nd line - Major Component (if any)
3rd and 4th line - complete address to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations)

3 Digit

Identification

FEDERAL AGENCY

Civilian Personnel Advisory Center 140 Replacement Avenue Suite 2210 Fort Leonard Wood, MO 65473-8935	CODE NO. 422
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To be completed by the Federal Agency:

Contact Name/Office

Telephone No. (include area code)

573-596-0927

KEEP THIS FORM and TAKE IT WITH YOU if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

GENERAL INFORMATION:

1. WHO WILL PAY UNEMPLOYMENT BENEFITS?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, become eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and the Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?

All State UI laws require that:

- You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
- You must register for work and file a claim at a local public employment service/UI claim office;
- You must continue to report to the office as directed; and
- You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

- Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
- Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

3. DO I HAVE THE RIGHT OF APPEAL?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

4. ARE THERE ANY PENALTIES?

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claims office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

IF YOU BECOME REEMPLOYED and have been collecting UCFE/UI benefit payments, it is your RESPONSIBILITY to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a *penalty such as a fine, imprisonment, or both.*

**INFORMATION TO EMPLOYEES WHO ARE SEPARATING FROM CIVILIAN
EMPLOYMENT AT FORT LEONARD WOOD**

PAY

1. Your **FINAL SALARY CHECK** will go electronically to your account approximately ten days after the end of the pay period in which you are separated.
2. Any outstanding debts due the U.S. Government, such as Reports of Survey, travel overpayment, jury/witness fees, advance leave, etc., will be withheld from your final pay and/or lump-sum payment if settlement has not been made prior to separation.
3. Your **LEAVE AND EARNINGS STATEMENT (LES)** will be forwarded to your current LES address unless you submit a change of address. The forwarding address that is shown on the SF 52, Request for Personnel Action, and on the SF 50, Notification of Personnel Action, is NOT used by civilian pay to change your mailing address.
4. If you wish to have your **FINAL LES FORWARDED TO AN ADDRESS** different from where it is currently being sent, you should provide a change of address to the Customer Service Representative or make the change through Employee Member Self Service (E/MSS) at <http://emss.dfas.mil>.

WITHHOLDING TAX STATEMENT

1. Form W-2, Wage and Tax Statement, will be sent to you prior to January 31 following the pay year in which you are separated. Pay years end on the last day of the last pay period paid in December. The Form W-2 will be mailed to the address you have provided for mailing of your LES. If you have an address change prior to the end of the calendar year, a written change of address should be sent to: **Defense Accounting Office, ATTN: DFAS-IN/EM-TM-FPC, Fort Leonard Wood, MO 65473-5000** by December 15 so that you can receive your Form W-2 in a timely manner. The notification of change in address should include your social security number and the activity where you were last employed at Fort Leonard Wood (FLW).
2. Retain all W-2 forms in order to establish eligibility for Medicare in the future.

SICK LEAVE

1. Sick Leave credited to your account will be documented in your Official Personnel Folder (OPF) and upon reemployment will be recredited to your account.
2. If you are separating under CSRS retirement, sick leave to your credit will be transferred to the Office of Personnel Management (OPM), Washington, DC for credit toward computation of your annuity and will not be available for recredit if you are employed in the future. Federal Employee Retirement System (FERS) employees receive no credit toward the annuity. Employees do not receive compensation or pay for any sick leave to their credit at the time of separation. However, if employees are reemployed, the total amount of earned sick leave will be recredited without regard to the date of his/her separation, if he/she returns to Federal employment on or after December 2, 1994 unless the sick leave was forfeited upon reemployment before December 2, 1994.

3. If you are separating to accompany a civilian or uniformed services sponsor on official assignment overseas, sick leave will be reccredited if reemployed.
4. If you obtain another position in the Federal service prior to your separation, your unused sick leave will be transferred to your new agency.

ANNUAL LEAVE

An employee will receive a lump-sum payment for any unused annual leave when he or she separates from Federal service. Generally, a lump-sum payment will equal the pay the employee would have received had he or she remained employed until expiration of the period covered by the annual leave.

WITHDRAWAL OF RETIREMENT CONTRIBUTION (EXCLUDING RETIREES)

1. Refunds of retirement deductions are made from the OPM, Washington, DC approximately six (6) to eight (8) weeks after the receipt of your application for refund in their office. Incomplete or illegal forms and forms submitted prior to separation will cause unnecessary delays in your refund.
2. Employees under CSRS wishing to withdraw their retirement deductions must complete OPM Form 2802, Application for Refund of Retirement Deductions; and OPM Form 1537, Current/Former Spouse's Notification of Application for Refund of Retirement Deductions Under the Civil Service Retirement System. If you are not eligible for immediate retirement but have at least five years of civilian service, AND have been employed one year under the CSRS within the two years preceding this separation, you may be eligible for a future annuity upon reaching the age of 62, if you do not withdraw your retirement deductions.
3. Employees under FERS wishing to withdraw their retirement deductions must complete SF 3106, Application for Refund of Retirement Deductions; and SF 3106A, Current/Former Spouse's Notification of Application for Refund of Retirement Deductions Under the Federal Employees' Retirement System. If you are not eligible for immediate retirement but have at least five years of civilian service you may receive an unreduced monthly benefit at age 62, or receive a reduced monthly benefit beginning at the minimum retirement age if you have at least ten but less than 30 years of service, if you do not withdraw your retirement deductions. FERS employees are reminded that you will not be able to redeposit any deductions you elect to withdraw.
4. If you leave government service and return within one year and you were previously covered under CSRS (without social security), then you will be covered by CSRS upon reemployment. However, you may elect to transfer to FERS, in which case you will be covered by social security.
5. If you leave government service and return after more than one year and you were previously covered under CSRS, then you are covered by social security, and (a) if you have less than five years under CSRS, you are automatically covered by FERS. You will receive credit for your CSRS service if you make any payments for your past service that may be required; (b) if you have five or more years under CSRS, you are covered by CSRS. Your CSRS contributions are reduced by 100% of your social security OASDI (Old Age, Survivor, Disability, Insurance)

taxes. Your CSRS benefit will be offset by any social security benefit attributable to your federal service. You may transfer to FERS if desired; (c) if you are rehired under CSRS, you may elect to transfer to FERS within six months of reemployment.

6. Employees wishing to withdraw their Thrift Savings Plan account must complete a Form TSP-70, Withdrawal Request. **For inquiries, call 1-877-968-3778.**

UNEMPLOYMENT BENEFITS

1. To file a claim for unemployment insurance benefits in Missouri, call **1-800-320-2519**, Monday – Friday, 8:00 a.m. to 4:00 p.m. Central Time. Your claim will be effective the Sunday of the week it is filed.

2. Be prepared to establish a four-digit Personal Identification Number (PIN).

3. Please have the following information when you call:

- Social Security Number
- Name and address, including zip code, of your very last employer (whether you worked full time or part time)
- If you worked outside Missouri during the past 18 months, have the name and complete address of all your employers and the first and last date you worked for each of them
- Your Standard Form 8, Notice to Federal Employees About Unemployment.

4. You must have worked long enough to have established eligibility for coverage and be able to work and actively seek work to be considered for benefits.

5. This agency may be requested to provide additional information to the State Unemployment Office in an effort to determine eligibility for unemployment compensation. If you are reemployed and are receiving (or have applied for) unemployment insurance benefit payments you must notify the appropriate state agency in writing of your reemployment. Failure to notify the state agency could result in a penalty such as fine, imprisonment or both.

LIFE INSURANCE

1. You will receive a completed SF 2819, Notice of Conversion Privilege, which provides conversion information and instructions. If you are interested in converting to a private policy, read and follow the instructions for conversion on the SF 2819 and send completed SF 2821 and SF 2819 to Office of Federal Employees Group Life Insurance (OFEGLI) at 200 Park Avenue, New York, NY 10166-0188. The election must be made within 60 days of your insurance termination date or the date on the SF 2819, whichever is later. If you are interested in "Porting" Option B coverage, complete and mail or fax the SF 2821 and Portability Notice to **Army Benefits Center for Civilians (ABC-C)** and send a copy to MetLife. The Portability Notice **MUST** be completed within 60 days of the terminating event and be received at the ABC-C not later than the 65th day after the terminating event or by the 79th day if you live overseas.

2. If you are separating for retirement, your life insurance coverage may be transferred to OPM, unless you do not meet the service requirements. In that event, you may convert your plan as above.

3. Separating employees are covered under their present Federal Employees' Group Life Insurance (FEGLI) Program as reflected on their SF 50 for 31 days (at no cost) after separation date.

HEALTH BENEFITS

1. Separating employees are covered under their present health insurance plan for 31 days (at no cost) after the effective date of separation for conversion to a non-group contract.

2. You are also eligible for temporary continuation for up to 18 months of coverage after separation. Your premiums will consist of employee contribution, government contribution, plus 2% administration charge. You may obtain and review the booklet, Temporary Continuation of Coverage Under the Federal Employees Health Benefits Program (RI 79-27), by visiting <http://www.opm.gov/forms/index.htm>. If interested in temporary continuation of coverage, you may contact the **Army Benefits Center for Civilians (ABC-C)** at 1-877-276-9287 for more information.

3. If you are (1) involuntarily separated by a reduction in force (RIF), (2) elect temporary continuation of coverage for up to 18 months, and (3) did not elect to receive Voluntary Separation Incentive (VSI) pay, you pay only the employee portion of the premium. The government would pay both the government portions of the premium plus the administrative charge.

4. If you are separating for retirement, your health benefits coverage may be transferred to OPM unless you do not meet the service requirements. In that event, you may convert your plan as mentioned above.

SEVERANCE PAY

1. If you have received a written notice of separation due to a RIF, you may be entitled to severance pay, as reflected on your separation letter and your SF 50. It is mandatory that you notify CPAC immediately upon any subsequent employment that might affect your severance pay entitlement.

2. Severance pay will be issued to you at the same pay period intervals as if you were still employed and at your same basic rate of pay that you were receiving immediately before separation, until the severance pay fund is exhausted except that the final payment shall consist only of that portion of the severance pay fund remaining.

3. No deductions will be made other than withholdings for Federal and state income tax, Medicare, and FICA tax if you were subject to FICA at the time of separation. Since there are no other deductions made, your take home pay will probably be greater than it was before separation.

4. If you accept temporary employment with Federal service of one year or less, your severance pay will be discontinued for the duration of the appointment and shall, at the termination of employment, continue. The temporary time will not be creditable for computing the severance pay it interrupts.

FUTURE REEMPLOYMENT: If you held a career appointment, you have indefinite reinstatement eligibility. If you held a career-conditional appointment, you have reinstatement eligibility for three years from the date of separation. If you are a veteran preference eligible and held a career or career-conditional appointment you have indefinite reinstatement eligibility. For more information, check with the CPAC at the individual activities to which you are applying.

EXIT SURVEY

PRIVACY ACT STATEMENT: 1. Authority: Title 5 of the U.S. Code, Sections 1302, 3301, and 3304.
2. Purpose: Analysis of turnover trend.
3. Routine Use: For use by installation CPAC officials.
4. Mandatory or Voluntary: Voluntary.

Organization: _____ Job Title, Series & Grade: _____

Reason for Leaving:

- | | |
|--|---|
| <input type="checkbox"/> Employment in another federal, state, or local agency | <input type="checkbox"/> Employment in private industry |
| <input type="checkbox"/> Relocating with Spouse | <input type="checkbox"/> Self Employment |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Type of Work |
| <input type="checkbox"/> Pay | <input type="checkbox"/> Further Education |
| <input type="checkbox"/> Family Circumstances | <input type="checkbox"/> Illness or Physical Condition |
| <input type="checkbox"/> Reduction-In-Force | <input type="checkbox"/> Commuting Distance |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Other: _____ |

Working conditions of your position:

- ☐ Excellent Please Explain: _____
☐ Fair _____
☐ Poor _____

Supervision you received:

- ☐ Excellent Please Explain: _____
☐ Fair _____
☐ Poor _____

Training you received to perform your duties:

- ☐ Adequate Please Explain: _____
☐ Minimal _____
☐ None _____

Would you consider reemployment to the same position?

- ☐ Yes If "No", please explain: _____
☐ No _____

Thank you for completing this survey - and good luck to you as you pursue your next endeavor. We encourage you to complete the Army's Exit Survey located at <http://cpol.army.mil/survey/exitsurvey/survey.html>.